



Document Management

Twyford Parish Council Policies and Procedures	
Document Management Procedures	
Document ref:	
Version:	3.0
Version date:	2020
Date adopted:	

Wherever possible electronic copies should be retained in preference to hard copies.

1. Document Handling

- Any hard copy documentation, whether received by post or delivered by hand, is to be date stamped.
- All documents received are to be logged in the “correspondence log”. Advertising and marketing literature with no relevance to the Council not to be included.
- All documentation is to be read by the Officer.
- The receiving officer is then to decide to:
 - (a) Action under Officer’s delegated powers
 - (b) Put in Full Council Correspondence Tray to be listed on next TPC Agenda and then taken to next meeting
 - (c) Put in appropriate Committee correspondence tray to be listed on next Committee Agenda and then taken to next meeting
 - (d) Send to the Chairman of Council for perusal and comment
 - (e) Forward to specific named Councillor
- The original document is to be filed in the Council records together with a copy of any reply or a note of the action taken (see Document Retention below).
- Letters to be sent are to be recorded in the “correspondence log”.
- Signed minutes are to be taken to Berkshire Record office annually after audit or as soon as practical afterwards.

2. Document Retention

Key: P = Preserve permanently; R = Review after Minimum retention Period;
D = Destroy after Minimum retention Period

Record	Action	Minimum Retention Period	Reason
Administration			
Signed Minutes of Council Meetings	P	Indefinite	Archives
Reports & other documents circulated with agendas not attached to signed Minutes	R	1 year	Archives
Councillors' Declarations of Office & Register of Interests	P	2 terms of office	Archives
Byelaws and Orders	P	Indefinite	Audit, Management
Title Deeds, Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management
Property registers & terriers, including register and plans for allotments	P	Indefinite	Audit, Management
Maps, plans & surveys of property owned by the Council	P	Indefinite	Archives
Correspondence and papers on important local issues or activities	R	destroy as soon as no longer required	Archives
Successful quotations and tenders for major works (over £10,000)	R	6 years after completion of the works	Statute of limitation
Successful quotations and tenders for minor works	D	Post audit	Statute of limitation
Unsuccessful tenders	D	Post audit	Challenge
Routine correspondence, papers & emails	D	Retain as long as useful	
Personnel records	D	For the period of employment + 3 years	Limitation period
Personnel records (application forms & interview notes – unsuccessful candidates)	D	1 year	Due to discrimination Act
Health & Safety records including accident report sheets	D	6 years	Limitation period
Scale of Fees and Charges	D	5 years	Management
Insurance Policies	D	Retain for 6 years	Audit, Management
Employer's Liability Certificates	P	Retain for 40 years	Management
Finance			
Receipts and payments records	P	6 years	Archives

Record	Action	Minimum Retention Period	Reason
Investments	P	6 years after disposal	Audit, Management
Financial Returns to External Auditor	D	6 years	Audit
Internal Auditor Reports	D	6 years	Audit
Bank Statements, including deposit/saving accounts	D	Last completed audit year	Audit
Bank Paying-in books and cheque book stubs	D	Last completed audit year	Audit
Paid Invoices	D	6 years	VAT
VAT Records	D	6 years	VAT
Time Sheets	D	Last completed audit year	Audit
Salary Records	D	6 years	Taxes Management Act 1970
Pension Records	D	12 years after benefit ceases	
Records relating to parish halls, centres and recreation grounds; applications to hire, lettings diaries, copies of bills to hirers and records of payment	D	6 years	VAT
Miscellaneous			
Maps created under provision of the Rights of Way Act 1992	P	Indefinite	Archives
TPC magazines, press cuttings and photographs	P	Indefinite	Archives
Any records dating from before 1894 now held by the Council	P	Indefinite	Historical
Records of other bodies such as burial boards, charities, fire brigades, home guard units, local societies and <i>ad hoc</i> committees	P	See under Administration and Finances	
Reports, Guides, handbooks etc received by the Council from other bodies	R/D	Retain as long as useful	